

Employee Post-Travel Disclosure of Travel Expenses

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
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In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Woodrow Wilson International Center for Scholars

Travel date(s): 30 May 2017 to 02 June 2017

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$182 per person round trip in coach on Amtrak train	\$567 per person	\$121.68	N/A
<input checked="" type="checkbox"/> Actual Amount	\$273 per person for passenger van for transport to and from meeting sites			

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	N/A	N/A	N/A	N/A
<input checked="" type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached itinerary.

6/30/17
(Date)

Andrew Geibel
(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6/29/2017
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

MEETINGS AND EVENTS ATTENDED

Meeting: Visit to Ground Zero and 9/11 Memorial

Major Issues:

- Learned about the museum's founding and the federal government's involvement with the museum.
- Toured the museum while discussing the significant decisions required to organize the museum.

Dinner: Discussion with Frank Westfall, Regional Director, Protective Security Coordination Division, NY/NJ, DHS

Major Issues:

- Reviewed current threats to the United States in general and the New York/New Jersey area in particular.
- Learned about various DHS initiatives in the geographic area.

Meeting: Visit to the New York Stock Exchange Including Morning Bell and Tour of Operations

Major Issues:

- Learned about the security challenges involved with running one of the largest stock exchanges in the world.
- Reviewed the cybersecurity capabilities of the exchange and the unique issues of securing the system.
- Discussed the future plans of the stock exchange to allow public tours and the security problems this entails.

Meeting: Briefing with Intelligence Unit, Lower Manhattan Security Initiative, NYPD

Major Issues:

- Learned about the surveillance system set up after the September 11th attacks.
- Saw application of this system in demonstrations of lower-level criminal investigations.
- Examined whether the system is applicable to preventing crimes and combatting terrorist activities.

Lunch: Discussion with Mike Thompson, USGCs

Major Issues:

- Reviewed current threats to the United States in general and the New York/New Jersey area in particular.
- Learned about various DHS initiatives in the geographic area.

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Meeting: Port Security Briefing and Tour with Sector New York Leadership Team, United States Coast Guard (USCG)

Major Issues:

- Learned about Coast Guard operations in the New York Harbor, including port security, law enforcement operations, and shipping logistics.
- Observed USCG operations tracking shipping vessels in the port.

Meeting: Customs and Border Protection (CBP) Operations at JFK International Airport, Briefing with CBP Customs Officers, Agricultural Inspectors

Major Issues:

- Toured CBP operations at JFK Airport and learned more about their various roles in screening passengers.
- Observed agricultural inspectors in screening and disposing of unlicensed products.
- Discussed initiatives by CBP for screening passengers and the potential risks of such initiatives.

Meeting: Transportation Security Administration Operations at JFK International Airport, Briefing with Behavioral Detection Officers, K-9 Inspection Teams, Transportation Security Officers

Major Issues:

- Toured TSA operations in screening passengers through body scanners and x-ray machines.
- Learned about K-9 initiatives to screen passengers before they reach the secure areas of the airport.
- Observed screening operations for checked luggage.

Lunch: Representative from Michael McCarthy, Deputy Special Agent, Homeland Security Investigations (HSI)

Major Issues:

- Discussed Department of Homeland Security and Immigration and Customs Enforcement initiatives.

Meeting: Visit of Port of Newark to Tour Operations with Customs Officers and Inspection Teams

Major Issues:

- Observed various Tactical Operations Division processes including the Advanced Targeting Unit, Non-Intrusive Inspections Operations, and Cargo Processing Operations.
- Visited East Coast Warehouse for demonstrations of various detection equipment including Radiation Portal Monitor, contraband smuggling counter-operations, and container examinations.

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Meeting: Critical Infrastructure Visit at Penn Station

Major Issues:

- Discussed Amtrak Police initiatives including their K-9 program and toured Penn Station.
- Learned about the Biowatch Program and its application within critical infrastructure.
- Observed NYPD Operational Radiation Detection Chokepoint equipment and discussed the civil liberties implication of the program.

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):
Woodrow Wilson International Center for Scholars
2. Description of the trip: Trip for alumni of the Wilson Center Foreign Policy Fellowship Program, focusing on homeland security since 9/11, critical infrastructure, law enforcement, TSA, CBP, USCG, etc.
3. Dates of travel: Tuesday, May 30th to Friday, June 2nd, 2017
4. Place of travel: New York City, New York
5. Name and title of Senate invitees: See attached list.
6. I certify that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
– OR –
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
– AND –
☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
– AND –
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The trip is wholly organized by the Wilson Center. The Carnegie Corporation of New York provides funding to the Foreign Policy Fellowship Program but played no role in selecting participants, choosing the destination or planning the itinerary. The Legislative Affairs team of DHS assisted with the itinerary.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

See attached sheet.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

See attached sheet.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

See attached sheet.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$182 per person round-trip in coach on Amtrak Train	\$189 per night (\$567 total for 3 nights) per person	\$74 per day (\$259 total for 3 1/2 days) per person	
<input type="checkbox"/> Actual Amounts	\$273 per person for passenger van for 3 days for transportation to and from site visits			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

See attached sheet.

19. Name and location of hotel or other lodging facility:

Stewart Hotel, 371 7th Ave, New York, NY 10001

20. Reason(s) for selecting hotel or other lodging facility:

This hotel was selected because of its proximity to Penn Station and many of our site visits. Further, we had previously used this hotel and thus had existing relations and were given the government rate.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily expenses are at or below maximum rates set for official Federal Government Travel by the GSA.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be traveling to NYC in coach by rail. Once in NYC, participants will travel to and from site locations in a passenger van on 5/30, 5/31 & 6/1. The site visits on June 2 are within walking distance.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:



Name and Title: Aaron Jones, Director of Congressional Relations

Name of Organization: Woodrow Wilson International Center for Scholars

Address: 1300 Pennsylvania Ave, NW, Washington DC 20004

Telephone Number: 202-691-4140

Fax Number:

E-mail Address: aaron.jones@wilsoncenter.org



List of Invitees Wilson Foreign Policy Fellowship Program Trip to NYC, May/June 2017

Senate

Name: Kara Conrad

Title: Legislative Correspondent, Office of Senator Richard Shelby

Name: Andrew Geibel

Title: Counsel, Office of Senator Bob Menendez

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**Woodrow Wilson International Center for Scholars
Foreign Policy Fellowship Program
Private Sponsor Travel Certification Form – Pre Trip -Additional Responses**

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Wilson Foreign Policy Fellowship Program aims to educate Congressional staffers on foreign policy issues critical to U.S. national security, as well as to foster bipartisan working relationships. The trip supplements the work of the program's six-week seminar series, providing fellows with an opportunity to gain first-hand understanding of some of the policy challenges and opportunities discussed in the seminars. The focus for this trip is the state of homeland security, sixteen years after 9/11. Field visits will include meetings with critical infrastructure teams, NYPD, TSA, CBP, USCG, inter alia.

The Carnegie Corporation supports the Wilson Foreign Policy Fellowship Program with a grant, one of several Corporation grants aimed at educating Congressional staffers. The Carnegie Corporation shares the Wilson Center's interest in fostering bipartisanship in Congress, as well as in educating lawmakers on critical foreign policy issues.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

The Woodrow Wilson Center has organized multiple prior congressional trips: a staff delegation for fellowship alumni to Mexico, focusing on border security and the U.S.-Mexico bilateral relationship; a staff trip to Canada focusing on US-Canadian relations, security, trade and natural resources; two staff trips to New York City focusing on homeland security, a staff trip to Colombia to focus on the FARC negotiations, and a staff trip to Ireland focusing on international cybersecurity policies. The Wilson Center also sponsored multiple congressional trips through its Wilson Center on the Hill (WCOH) Program, which ended in December 2011. WCOH was a nonpartisan forum that focused on current issues related to international trade and security, sustainable development, and globalization. In its three years of existence, WCOH led two Member trips and two staff trips.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Wilson Center is the official memorial to President Woodrow Wilson. In addition to carrying out public meetings and events, the Center hosts preeminent scholars and experts from around the globe who are researching topics of national and international relevance. The Center also welcomes school groups (both high school and college students) from all over the United States and the world to explore the Wilson Center and its Presidential Memorial Exhibition and Learning Center. A list of recent programs can be found on the Center's website at www.wilsoncenter.org.

18. Reason for selecting the location of the event or trip.

New York City is home to significant sites and facilities illustrating key challenges in securing the homeland (Ground Zero, airports and ports, and others), and sits at the nexus of major federal, state, and local law enforcement efforts. No other destination has the same density of relevant expertise and homeland security infrastructure.

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Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Andrew Geibel

Employing Office/Committee: Office of Senator Menendez

Private Sponsor(s) (list all): Woodrow Wilson International Center for Scholars

Travel date(s): May 30th, 2017 to June 2nd, 2017

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): NYC

Explain how this trip is specifically connected to the traveler's official or representational duties:

The purpose of this trip is to learn more about national security challenges affecting the tristate area, which are issue areas that fall under my portfolio as Counsel for Senator Menendez. Many of the events will also occur in New Jersey, the state that my office represents.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

4/28/17

(Date)



(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

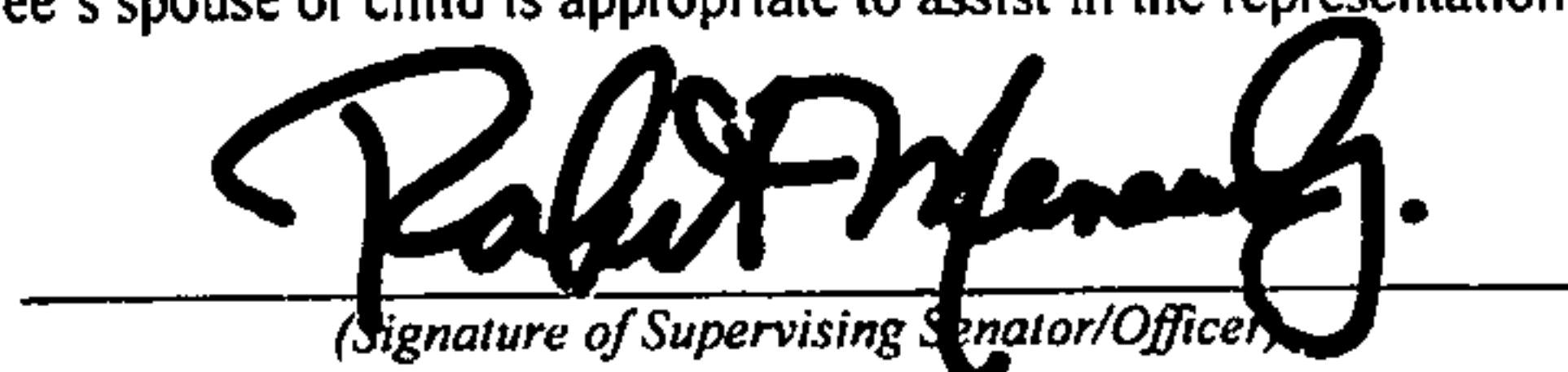
I, Senator Menendez hereby authorize Andrew Geibel
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

4/28/17

(Date)



(Signature of Supervising Senator/Officer)